



ADMINISTRATIVE POLICY #30-08 (2021) FACULTY DEVELOPMENT POLICY

**Policy Title:** Faculty Development Policy

**Policy Type:** Administrative

**Policy Number:** Administrative Policy #30-08 (2021)

**Approved:** 11/04/2021

**Responsible Office:** Office of the Provost and Vice President for Academic Affairs

**Responsible Executive:** Provost and Vice President for Academic Affairs

**Applies to:** University Faculty

**POLICY STATEMENT**

The institution provides evidence of ongoing professional development of faculty as teachers, scholars, and practitioners (Section 6: Faculty, *The Principles of Accreditation: Foundations for Quality Enhancement*, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), page 18). In accordance with this standard, Norfolk State University is committed to promoting professional development activities of its faculty members to ensure the following: faculty members’ pedagogical skills reflect time-proven methods as well as current instructional trends and modern delivery modes; faculty members have full opportunity to enhance and acquire emerging technological skills and apply them to instruction; faculty members embrace opportunities to contribute to regional and national forums of research, education policy and practice, and other professional activities; faculty members have an opportunity to participate in growth experiences and share the information, trends and ideas with other professors or with entire departments after in-house presentations that provide growth possibilities.

**TABLE OF CONTENTS**

**PAGE NUMBER**

Definitions.....	2
Contacts.....	2
Stakeholders .....	2
Faculty Development Policy Contents .....	2
Education and Compliance.....	4
Publication.....	4
Review Schedule .....	5
Related Documents .....	5
Forms.....	5



## ADMINISTRATIVE POLICY #30-08 (2021) FACULTY DEVELOPMENT POLICY

### DEFINITIONS

**Teaching Faculty:** For purposes of this policy, teaching faculty<sup>1</sup> refers to those employees whose primary responsibilities include instruction, scholarly activities, advising and mentoring students, and professional, University, and community service. Academic rank is assigned on the bases of earned academic credentials, teaching experience, scholarly activity and grantsmanship, University service, and professional development and service.

**Research Faculty:** For purposes of this policy, research faculty<sup>2</sup> refers to those faculty members whose responsibility is to conduct research in an assigned academic unit in the University. As appropriate, research faculty are to seek and secure research funding and establish and maintain an extensive scholarly record. Other responsibilities may include teaching, advising and mentoring students, and fostering opportunities for professional development and service.

**Visiting Scholar:** For purposes of this policy, visiting scholar<sup>3</sup> refers to those faculty members who are scholars known nationally or internationally for their exemplary teaching, prestigious research, business or political expertise, outstanding community service, or exceptional creativity in the arts. Visiting scholars who receive appointments are intended to provide substantive input into the teaching or research program of a department, college, school, and the University at large. These appointments are usually for up to one year but may exceed one year at the discretion of the Provost and Vice President for Academic Affairs' upon approval of the board of Visitors in accordance with BOV Policy #34(2019)..

### CONTACTS

The Office of the Provost and Vice President for Academic Affairs officially interprets this policy. The Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/Assets/websites/policy-library/policies/01/BOV-Policy-01-Creating-and-Maintaining-Policies.pdf> through the appropriate governance structures. Questions regarding this policy should be directed to the Office of the Provost and Vice President for Academic Affairs.

### STAKEHOLDERS

University faculty serve as the key stakeholders for this policy.

### FACULTY DEVELOPMENT POLICY CONTENTS

---

<sup>1</sup> 2021 *Teaching Faculty Handbook*, Section 3.1.1

<sup>2</sup> 2021 *Teaching Faculty Handbook*, Section 3.1.2

<sup>3</sup> 2021 *Teaching Faculty Handbook*, Section 3.1.3



## ADMINISTRATIVE POLICY #30-08 (2021) FACULTY DEVELOPMENT POLICY

This policy establishes the process and procedures for obtaining faculty development funding. Activities which may qualify for faculty development funding include:

1. Additional graduate work in the discipline.
2. Meaningful participation in professional meetings (persons presenting will be given preference over non-presenters).
3. In-service training such as instruction in e-learning, computer technology, and global education.
4. Release time for curriculum development.
5. On-campus development activities specific to a discipline or a need and designed for group participation.
6. Other activities that qualify as developmental (travel such as People to People to present keynote speeches for other organizations or other activities that are unrelated to Norfolk State University's mission and goals will not be funded.)

To access faculty development funds, the following procedures will be used.

1. The faculty member will submit a completed application to his/her department chair for approval **AT LEAST FOUR WEEKS** prior to the scheduled activity.
2. Materials to support the request should be attached.
3. The application, signed by the department chair, with supporting materials (e.g., conference information stating the name of the conference, date, and location, registration, transportation, and lodging information) will be forwarded to the college/school dean for signature.
4. The application signed by the dean, with supporting materials, is forwarded to the Provost and Vice President for Academic Affairs or designee for final approval.
5. An official notice of the award will be sent to the applicant from the Office of the Provost and Vice President for Academic Affairs, or designee.
6. Faculty members must observe all state and University guidelines for travel. No refunds will be available retroactively for unapproved travel or expenses.
7. Faculty development recipients may be asked to do a presentation by the Office of the Provost and Vice President for Academic Affairs.



## ADMINISTRATIVE POLICY #30-08 (2021) FACULTY DEVELOPMENT POLICY

8. Each faculty member may apply for one annual award per fiscal year.
9. Applications and supporting documentation are due to the final approval designation eight weeks prior to the scheduled activity.
10. In accordance with Norfolk State University's Travel Guidelines, the typed reimbursement voucher must be signed by the traveler and traveler's supervisor and submitted to the Office of the Provost and Vice President for Academic Affairs or designated office within five (5) working days after returning from travel status. ALL original receipts, original conference handbook, and the Faculty Development Travel Report and Evaluation Form must be attached. If the travel reimbursement voucher is not submitted in accordance with the published state travel guidelines and the Faculty Development Report and Evaluation Form are not attached to the reimbursement voucher, the faculty member will be ineligible to apply for subsequent travel grants.
11. The Faculty Professional Development Fund is not large enough to cover all out-of-pocket expenses for faculty travel and research; therefore, grants from the fund are not an entitlement.

### **EDUCATION AND COMPLIANCE**

The Center for Teaching and Learning shall be responsible for training faculty on the requirements of this policy from time to time. Faculty members who seek faculty development funds will be required to complete a training module on Blackboard prior to their application for those funds. Records of training will be maintained by the Center for Teaching and Learning, and a copy will be forwarded to the Office of the Provost and Vice President for Academic Affairs.

To ensure conformity to the requirements of this policy, the Center for Teaching and Learning and the Office of the Provost and Vice President for Academic Affairs will monitor for compliance with this policy. Faculty members who fail to comply with this policy will not receive faculty development funds. Noncompliance with this policy may contravene the SACSCOC policy on faculty development.

### **PUBLICATION**

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Office of the Provost and Vice President for Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;



## ADMINISTRATIVE POLICY #30-08 (2021) FACULTY DEVELOPMENT POLICY

- Post the policy on the Academic Affairs website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content.

Failure to satisfy procedural requirements does not invalidate this policy.

### **REVIEW SCHEDULE**

- Next Scheduled Review: 11/04/2024
- Approval by, date: President, 01/13/2015; 11/04/2021
- Revision History: 8/2000, 2007, 11/12/2012; April 16, 2018; April 27, 2021
- Supersedes: Policy No. 30.026 Faculty Development (2012)

### **RELATED DOCUMENTS**

2021 Teaching Faculty Handbook

Faculty Development Guidelines

SACSCOC Principles of Accreditation

### **FORMS**

Faculty Development Application

Travel Report

Faculty Development Funding Impact Survey